

CITY OF BURBANK

BUILDING INSPECTOR II

DEFINITION

Under direction, to inspect and record all types of residential and commercial/industrial projects for compliance with building, electrical, plumbing, heating, and refrigeration codes; enforce housing codes, zoning laws, property maintenance codes, complaints, business license inspections, Burbank Municipal Code, and other City regulations; and perform related work as required.

ESSENTIAL FUNCTIONS

Maintains building, inspection, property maintenance, and complaint records; tracks and documents procedures, including daily inspection logs, inspection status logs, and daily route logs; monitors permit extensions and cancellations; prepares inspection reports; conducts field reviews to assure compliance with local, state, and federal laws; investigates and interprets regulations; approves applications for permits; makes inspections during the progress of building construction or repair to ensure compliance with laws, regulations, and codes; checks plans and specifications of buildings to be constructed, altered, repaired, moved, or demolished for conformance to laws; checks site plans for location, set back, easements, and conformance to zoning regulations; inspects grading and site development, foundations, reinforcing materials, concrete, steel and masonry construction, framing, lathing, plastering, electrical, plumbing, heating and refrigeration installations, and signage; answers questions and investigates complaints; assists in court actions; prepares inspection reports; makes substandard housing, property maintenance, complaint, business license, and zoning inspections; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of - building construction methods and materials; electrical construction and repair work, plumbing, mechanical codes, materials and methods of installation; methods of making zoning and substandard housing inspections; California Building Codes, state, and local laws relating to building construction, Burbank Municipal Code, and other City regulations.
- Ability to - read and interpret building plans and specifications and to enforce their application; interpret and explain codes and regulations; prepare clear written reports; establish and maintain effective working relationships with contractors, workers, supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to three years of recent experience in any of the following trades or professions: building construction or inspection; electrical, plumbing, or heating trades; architectural, civil, structural, mechanical, or electrical engineering; property maintenance; or enforcement of government codes. Two years coursework at an accredited college or university with specialization in engineering, architecture, or inspection technology, or other related field may be substituted for experience on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; must be able to obtain International Code Council (ICC) certification as a Building Inspector or equivalent per state requirements within one year of appointment.

SUPPLEMENTAL INFORMATION

None.